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26 June 1951

Memorandum for: The Director

From: Legislative Counsel

Subject: Government chauffeurs

1. A rider is being attached to all appropriation bills for fiscal year 1952 which states that no part of appropriated funds shall be used to pay Government employees whose duties consist of acting as chauffeur or driver of any Government-owned passenger vehicle other than a bus or ambulance. Such a provision would impair CIA activities.

2. The present Table of Organization provides for a total

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These chauffeurs are utilized as follows:

Assigned to offices  
Assigned to Shuttle service  
Assigned to night operation  
Assigned to open pool

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3. The CIA motor pool operates on a 24-hour basis, including Saturdays, Sundays and holidays, with a minimum of two chauffeurs on duty for the duty officer and emergencies.

4. Chauffeurs are needed by CIA for reasons of security:

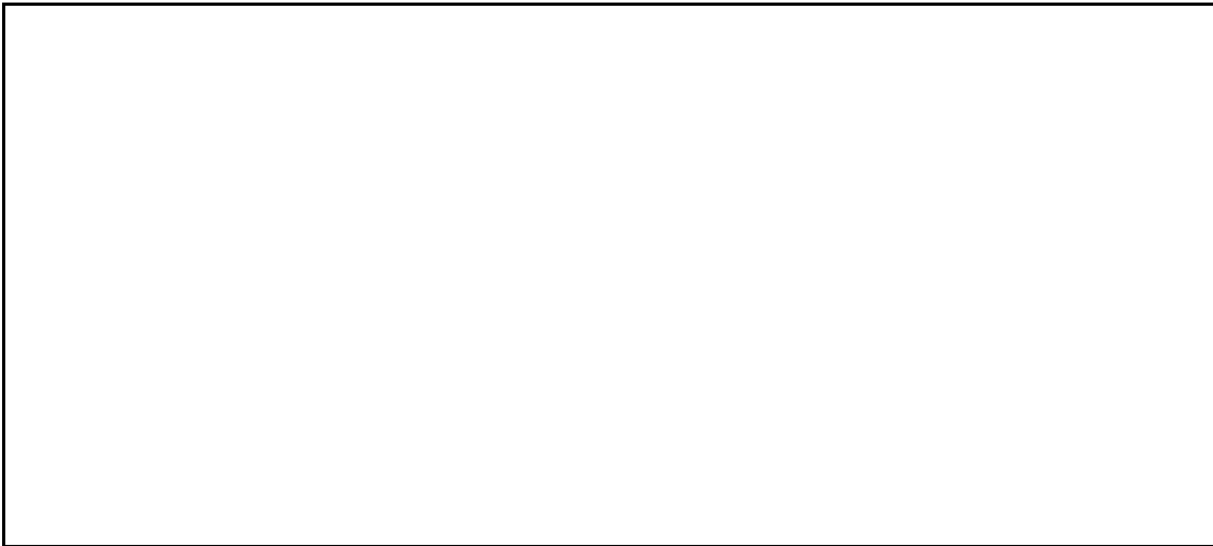
a. Passengers frequently carry extremely highly classified documents and should not also be charged with the operation of the vehicle, for in case of accident or attempted theft, full time must be given to the protection of the documents;

b. There are requirements for the driving of certain contacts and visitors to the Agency whom

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6. The following practical considerations are offered:

- a. the tying up of self-driven cars;
- b. the cost and difficulty of parking in the Metropolitan area and the resultant loss of time;
- c. the problem after hours of securing and returning automobiles to the base pool at Rosslyn.

7. In order to cut down the number of automobiles and chauffeurs, CIA has just spent approximately [ ] for the equipping [ ] cars with radio equipment, which will increase service by approximately 50% on a group-riding basis.

8. CIA has maintained its own shuttle bus service for over two years between many of its own buildings and the Pentagon. CIA is presently housed in [ ] buildings. Utilizing sixteen-passenger busses, the following recent figures of CIA passenger utilization of this shuttle service is of interest:

March 1951  
April 1951  
May 1951



In addition to this shuttle service, a shuttle is operated three times daily, including weekends and holidays, to two installations [ ] Each

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of these round trips takes [redacted] and is necessary due to lack of transportation (particularly, as certain of these runs are

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[redacted]

9. [redacted] chauffeurs assigned to the open pool drive the shuttles indicated in the previous paragraph, as well as certain daily courier runs, including a daily run to Capitol Hill to pick up and deliver bills and documents. These shuttle runs also include the transportation of female employees after hours to the end of the bus line on Pennsylvania Avenue due to the neighborhood location of some of the CIA installations.

10. Although the proposed riders do not eliminate chauffeurs for Government busses, the shuttle figures are included here to indicate CIA's attempt to get maximum service from minimum costs.

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[redacted]

Walter L. Pforzheimer

cc - Chief, Administrative Services

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